



# SENATE DEMOCRATS

## WASHINGTON STATE

### **Position Announcement** **Legislative Assistant to Senator Paull Shin**

**MISSION STATEMENT:** To provide Sen. Shin with all the necessary tools to successfully fulfill the obligations of his office by providing support services in the areas of research, public relations, communications, and administration.

#### **SALARY AND LOCATION:**

Salary: Starting at \$2940 month depending on experience and qualifications

Location: Lynnwood, WA (Legislative Interim); Olympia, WA (Legislative Session)

#### **TYPICAL WORK:**

##### Communication:

- Serves as a liaison between the member and others; exercises independent judgment to determine and implement the appropriate course of action to serve the member.
- Works with constituents on casework and legislation; conducts research to respond appropriately; and follows to conclusion.
- Facilitates and coordinates communication between the member, legislators, staff, agencies and interested parties in the development, creation and progression of legislation.

##### Research:

- Tracks progression of member's bills through the legislative process, including following-up on committee hearings, securing committee testimony and preparing and maintaining bill files.
- Collects data on issues using a myriad of resources, analyzes material and prepares briefs.
- Identifies and monitors district specific issues.

##### Public Relations:

- Represents the member at legislative and community events.
- Reviews and/or drafts articles, newsletters, notes, press releases and speeches.
- Coordinates town hall meetings and district events.

##### Administration:

- Manages daily operation of district office in Lynnwood.
- Prioritizes member's schedule. Advises member of all appointments and meetings and provides background material. Arranges travel-related details.
- Supervises, trains, and assists in hiring session personnel and interns.
- Performs other work as required.

**QUALIFICATIONS:** Successful candidates will have the following:

An ability to:

- Exercise professional judgment, discretion and confidentiality;
- Communicate effectively, both orally and in writing;
- Work independently and cooperatively with others;
- Perform accurately and efficiently under time constraints;
- Research and analyze policy issues, and organize information flow;
- Work in the district office in Lynwood during Interim.
- Work in Olympia during the legislative session
- Understand and competently operate legislative computer system.

A knowledge of:

- Committee and leadership structure in the Washington State Legislature;
- Legislative and administrative processes;
- Office and personnel management techniques; and
- Computer skills and technology.

Experience/Education:

- A college degree with major emphasis in political science, public administration, business or related field AND one year work experience.
- Legislative experience appreciated.

**INTERESTED CANDIDATES** should send a cover letter, résumé, and a writing sample by July 14, 2010 to:

Jim Freeburg

19707 - 64th Ave W, #207

Lynnwood, WA 98036-5958

Or via e-mail: [Freeburg.jim@leg.wa.gov](mailto:Freeburg.jim@leg.wa.gov)

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